**Cincinnati State Technical and Community College**

**High School Dual Enrollment Agreement**

**For**

**Courses Taught at Milford Exempted Village School District**

*Academic Year 2010-2011*

Dual Enrollment involves the student being enrolled in high school while concurrently being enrolled at Cincinnati State and receiving both high school credit (Carnegie units) and college credit from Cincinnati State Technical and Community College.

**I. Cincinnati State and the School District will collaboratively:**

1. Develop and approve a dual enrollment plan for each course before the course is available to students. Documentation will include:
   1. course of study outline with course syllabus
      1. provide with copy of teacher text, current syllabus, and other teacher resources
   2. the number of lecture, lab and total credit hours
   3. course pre-requisites
   4. arrangements for equipment and facilities
   5. clarification of assessment of learning and grading system
2. Determine process to verify students are “***college ready***\*” for each course in collaboration with the content experts/counselors at the high school and at Cincinnati State.
3. Coordinate processes to minimize duplication of testing, application, and course registration forms.
4. Align proper registration processes in a timely fashion to ensure enrollment deadlines to meet Board of Regents’ census dates.
5. Plan meetings to discuss instruction and collaboration at least 2 times a year with Cincinnati State
6. Establish process for payment of College fees (by student, school or a combination).

**II. Cincinnati State will:**

1. Train high school staff and teachers on specific requirements for grading (i.e., Blackboard).
2. Academic representatives will provide course content, syllabus, and materials to Milford High School instructors in order to foster collaboration.
3. Require that college faculty and academic leaders to review final course content and updates on a regular basis in conjunction with high school faculty.
4. Communicate to high school administration criteria for instructor qualifications to teach each course.
5. Review high school faculty qualifications to teach college level classes on a course-by-course basis. Note: In the event the approved faculty member no longer teaches the approved courses, the new faculty member will need to be evaluated and approved by Cincinnati State. If the new faculty member does not meet these requirements, the affected course will be discontinued until the high school finds an approved faculty member.
6. Classify high school instructors as Cincinnati State adjunct instructors with the express understanding and agreement that Cincinnati State has no responsibility for the compensation of these instructors, including benefits of any description. Cincinnati State has no financial obligation whatsoever to these high school instructors and compensation of these high school instructors will be borne by the high school, not Cincinnati State.
7. Design, coordinate and deliver professional development for the instructors as needed or required.
8. In Academic Year (AY) 2010-11, waive a portion of the fees such that $100 per course charged to the Milford Exempted Village School District students in the specified courses.
9. Provide high school administration with procedures for dual enrollment course management in order to provide continuity and training for their own faculty and staff on these procedures.
10. List course credits on student’s college transcripts with the course name, course number, credit hours and final grade(s).

**III. The School District/High School will**

1. Identify qualified and interested high school faculty for teaching the course who meet Cincinnati State criteria.
2. Provide resumes and applications of the potential adjunct instructors to Cincinnati State.
3. Provide time and support for instructors to attend professional development/training at least 3 times per year.
4. Coordinate verification and completion of student entrance requirements as specified by the agreement.
5. Assign classes to the appropriate facilities including laboratory and lecture areas at the high school location.
6. Provide students with textbooks, materials, and other equipment as needed for the course.
7. Offer, promote, schedule and teach each class at the high school location.
8. Maintain student records that include student transcripts that identify subject areas and levels of achievement for its students.

\****College Ready***

For Seniors enrolled in Course Work

Preferred passage of ACT COMPASS test for college program

\****College Ready*** = according to NELS = National Educational Longitudinal Study

Any one of the following:

* Rank at or above the 54th percentile in their class
* Have a GPA of 2.0 or higher in academic courses
* Have a combined SAT score of 820 or above (approximately the 35th percentile)
* Have an ACT composite score of 19 or higher (approximately the 40th percentile)
* IEP & 504 STUDENTS – compass test + team decision will determine placement

\*\*For under classmen (juniors, sophomores, etc.):

A student who meets at least one of the college readiness criteria will be allowed to enroll in a dual-credit course\*\*

**CONFIDENTIALITY**

It is understood by the parties that College is a state community/community college, created pursuant to R.C. Chapter 3358, and is subject to the Ohio Public Records Act, O.R.C. 149.43, et seq., and that any record kept by College that is deemed a public record is subject to release if a proper request is made.

**GOVERNING LAW/JURISDICTION**

This agreement and the rights of the parties hereunder shall be governed by the laws of the State of Ohio and only Ohio courts shall have jurisdiction over any action or proceeding concerning the Primary Agreement and/or performance thereunder.

This agreement shall terminate in one year, on September \_\_\_, 2011. At that time, this Agreement may be revised and/or renewed by the mutual agreement of **Milford Exempted Village School District** and **Cincinnati State.**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers, as of the day and year signed below.

**Milford Exempted Village School District Cincinnati State Technical and Community College**

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_